

Kentucky State Board for Proprietary Education
PO Box 1360
Frankfort, KY 40602
or
911 Leawood Drive
Frankfort, KY 40601
(502) 564-3296, ext. 239

Commercial Driver License Training School (Resident) License Renewal Application Instructions

The 2004-2005 license renewal application packet enclosed **MUST** be completed entirely. The original application, including supporting documentation, and **one complete copy** must be submitted to the State Board office at the address above **no later than Friday, May 14, 2004**.

A successful inspection of the facility and all equipment must be completed by the Kentucky State Police prior to the school and instructor license and/or agent permit identification cards being issued. The State Board office will submit the application packet copy to the Kentucky State Police. You will be contacted to schedule this inspection.

Fees - All fees must be paid by certified check or money order made payable to the Kentucky State Treasurer (DO NOT SEND CASH):

License renewal fee - Based on net tuition as calculated on worksheet

License renewal application fee - \$200

Instructor License renewal fee & application fee - \$170

Agent (Recruiter) Permit renewal fee & application fee - \$170 each

Criminal History Background Check:

A state and national criminal history background check is not required for current owners of the school and all instructors and agents currently employed by the school. **Only new instructors, agents & owners must submit to the criminal history background report. Please be reminded that you must use fingerprint cards supplied by the State Board.**

Proprietary School Bonds:

A Proprietary School Bond or Continuation Certificate in a minimum amount of \$20,000 must be completed and the **original** submitted with the application packet. The bond may **NOT** be faxed to the State Board office.

Agent Application and Blanket Agent Bond:

A Blanket Agent Bond or Continuation Certificate must be completed and the **original** submitted with the application packet. This bond will carry \$5,000 coverage on EACH agent. The bond may **NOT** be faxed to the State Board office. Should an agent's employment with the school terminate, written notification **MUST** be submitted to the State Board with the agent permit card and the insurance company should be notified to have the agent removed from the bond. If a new agent is employed with the school, an Application to Act as an Agent must be submitted to the State Board office with the appropriate fees.

If the agent is renewing a current permit, the Application for Renewal of Permit to Act as an Agent **must** be completed and submitted with required fee and photographs. If an

independent agent is used, a copy of the contract between the school and the agent must be submitted with the application. The agent must be added to the Blanket Agent Bond **PRIOR** to submitting an application to the State Board.

Two (2) recent photographs of the agent must be submitted with the completed application and appropriate fee. The photographs must **NOT** be larger than 2" x 2" in size **and have their name and social security number printed on the back.**

The Certificates of Character must be completed by individuals **not** affiliated with the school.

Liability Insurance Coverage:

A copy of the school's liability insurance coverage detailing coverage amounts on all structures and equipment must be included. (KRS 165A.475) This must also indicate a complete list of all equipment with VIN.

Instructor Application:

A completed CDL Instructor License Application or Instructor License Renewal Application must be submitted for each instructor employed by the school with the appropriate fee and two (2) recent photographs no larger than 2" x 2" **and have their name and social security number printed on the back.**

The Certificates of Character must be completed by individuals **not** affiliated with the school.

Should an instructor's employment with the school be terminated, the Notification of Termination of Employment section of the instructor's application must be completed and the application submitted to the board office immediately. (KRS 165A.475)

Student Enrollment Contract:

The Student Contract or Enrollment Agreement to be used by the school must be included. This document **MUST** contain the exact refund policy as stated in the school catalog. If the contract is multiple pages, this must be indicated. For example, Page 1 of 2; Page 2 of 2. This document must contain a signature line for the student and an authorized school representative.

Local Fire Inspection:

Documentation from the Kentucky State Fire Marshal's office or a local fire department indicating compliance with all fire and safety codes must be submitted.

School Catalog or Brochure:

The current school catalog must be submitted. This document **MUST** contain the statement, "I certify this catalog to be true and correct in content and policy" and signed by an authorized school official.

Advertisements

A copy of all advertisements must be submitted for board approval 30 days prior to publication.

